

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

- I. Position Title: Secretary/Alta Canyon Division (Part-time) Revision Date: 02/14  
EEO Category: Admin. Support  
Status: Non-exempt  
Control No: 40614

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Office Coordinator, operates the telephone console, personal computer, copy machine and acts as a receptionist in handling paperwork and money associated with facility rentals, memberships, and programs. The secretary is also responsible for assisting in various administrative duties as directed by the Office Coordinator.

III. Essential Duties:

- Receive and handle telephone calls and walk-in public for Alta Canyon Sport Center.
- Receive and receipt incoming Center monies.
- Disseminate information on all programs, classes, camps, events, and other Center information.
- Inform patrons of Center policies and rules.
- Input registration and membership information in an accurate manner.
- Type and send various documents including letters, memos, schedules and flyers.
- Verify a membership using bar code reader or membership database accurately at all times according to front desk policies and procedures.
- Meet certified cashiering standards through City Treasurer.
- Maintain City Treasurer Certification by explaining all outages in writing that are over \$5 each day, balancing 80% of the time in a 30 day period and keeping cumulative outages to less than \$200 in a 3 month period.
- Maintain accurate records of recreation participant forms and logs in appropriate book(s).
- Book reservations by using the computer system and reservation books.
- Assist with scheduling of office aides/seasonal employees.
- Assist with payroll preparation.
- Perform Office Coordinator duties as needed.

IV. Marginal Duties:

- File, sort and photocopy various documents.
- Disperse daily center mail.
- Order office supplies and equipment.
- Mail correspondence.
- Perform other duties as assigned.

V. Qualifications:

**Education:** High school diploma or equivalent, and six months clerical or related training required.

**Experience:** One year experience in customer service, cashiering and computer experience preferred. Must be 18 years of age or older.

**License/ Certifications:** Requires CPR and First Aid certifications, as well as Bloodborne Pathogen Training; all required within 30 days of hire.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Telephone procedures and etiquette; correct English usage, spelling, and vocabulary; office methods, techniques and equipment; word and data processing equipment.

**Responsibility for:** Responsibility for the care, condition and use of materials, tools and equipment; confidential information that must be handled with discretion. Great responsibility to make decisions that affect the activities of others.

**Communication Skills:** Contacts with other departments, furnishing and obtaining information; using tact and judgment; outside contact with the public that may influence important decisions; constant contact with the public both on the phone and face-to-face; follow written and verbal instructions; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public.

**Tool, Machine, Equipment Operation:** General office equipment and various computer programs including Word, Publisher, and Excel; exposure to Sportsman preferred.

**Analytical Ability:** Apply general principles and policies effectively to specific conditions; ability to handle confrontational situations and make sound decisions.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop, or crouch; and frequently communicates with others. Moderate physical exertion is present because of moderate stooping and kneeling. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

*Work Environment:* Generally comfortable working conditions. The noise level in the work environment can fluctuate with the presence of children. Moderate pressure and fatigue are present in this position due to exposure to stressful situations and frequent exposure to heavy telephone and walk-in traffic. Constant attendance is required. Work assignments are broad and performed with limited supervision; work is referred to supervisor as questions arise.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_